

**CENTER FOR THE BOOK  
at the  
NEW HAMPSHIRE STATE LIBRARY**

**Accepted unanimously at the Advisory Board Meeting 1/21/04**

**Name**

The Center for the Book at the New Hampshire State Library is the name of this organization; hereafter referred to as the Center.

**Purpose**

The mission of the Center is to celebrate and promote reading, books, literacy, and the literary heritage of New Hampshire and to highlight the role that reading and libraries play in enriching the lives of the people of the Granite State. The Center will serve as the New Hampshire affiliate of the Center for the Book at the Library of Congress.

**Host Institution**

The Center is a program of the New Hampshire State Library (NHSL) and the Park Street Foundation (Foundation). The Foundation shall serve as fiscal agent for the Center. All revenues and expenditures will comply with general accounting regulations and procedures for nonprofit organizations.

**Board and Officers**

Section 1 – The Board shall consist of between twelve and fifteen members.

Section 2 -- Term of Office. All appointed board members shall be appointed to a three-year term. In the event that a board member is unable to complete their term an appointment shall be made by the agency responsible for the original appointment for the remainder of the term of the vacant position. No appointed Board member shall serve more than three full three-year terms consecutively. The term of Board members shall run concurrently with the calendar year. Terms of ex officio members will correspond to their terms of office.

Section 3 – Composition. The following shall be ex officio members of the Board – the Commissioner of Cultural Resources; the Commissioner of Education; the Executive Director of the New Hampshire Writers' Project; the Poet Laureate of New Hampshire; and the State Librarian.

A single board member shall be appointed (to a three-year term) by each of the following people: the President of CHILIS, the Children's Librarians Section of the New Hampshire Library Association; the President of the New Hampshire Educational Media Association; the Executive Director of the New Hampshire Humanities Council; the President of the New Hampshire Library Association; the President of the New

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Hampshire Library Trustees Association; the President of the Poetry Society of New Hampshire; and the Chair of the Urban Public Library Consortium.

A maximum of three additional members shall be appointed by the State Librarian to three-year terms.

Section 4 – Officers. The officers shall be a Chair, and Vice Chair. The officers shall be elected by Board membership vote at the November board meeting. Term of office shall be one year, with no more than two consecutive terms allowed.

Section 5 – Attendance. Board members are expected to attend all meetings. The Chair may excuse any member who requests an excused absence. Any member who fails to attend three consecutive meetings without an excused absence is automatically removed from the Board.

Section 6 – Removal. Any officer may be removed by resolution adopted at any regular or special meeting of the Board by a majority of the Board members present and voting.

### **Duties of Officers**

Section 1 – Chair. The Chair shall be the representative of the Center in the activities of the Center. The Chair shall preside at all meetings of the Board, shall call meetings, and shall appoint committees.

Section 2 – Vice Chair. The Vice Chair shall act in the absence of the Chair, and shall perform such other duties as the Board or Chair may assign.

Section 3 – Term. The term of officers shall run concurrently with the calendar year.

### **Board**

Section 1 – Authority. The Board shall advise the State Librarian regarding policies and activities of the Center. The Board shall serve without compensation.

Section 2 – Voting. Voting rights of each member shall be equal. A simple majority of members present and voting shall be necessary to carry actions.

Section 3 – Regular Meetings. Regular meetings of the Board shall be held as the Board deems necessary, with a minimum of one meeting per year to be held in November. Written notice of the meeting and the agenda shall be sent to Board members not less than five working days prior to the meeting date.

Section 4 – Special Meetings. Special meetings of the Board shall be called by the Chair at the request of one third of the members of the Board. Written notice of the meeting and the agenda shall be sent to Board members not less than five working days prior to the meeting date.

Section 5 – Quorum. The Board members present at any regular or special meeting shall constitute a quorum.

### **Committees**

Standing and special committees may be appointed by the Chair with the advice and consent of the Board.

### **Parliamentary Authority**

Robert’s Rules of Order, most recent edition, shall be followed except as they may conflict with these Bylaws.

### **Staff**

DIRECTOR. The State Librarian shall designate a person to serve as Director of the Center who shall have general responsibility for the business of the Center and the implementation of policies and activities of the Center. The Director shall report to the State Librarian and the Board on a regular basis and perform all duties incident to such office as may from time to time be assigned by the State Librarian.

### **Nondiscriminatory Policy**

The Center will uphold state and federal law and will not discriminate against any person.

### **Fiscal Year**

The Center fiscal year shall be 1 January through 31 December.

### **Amendments**

These Bylaws may be amended by a two-thirds vote of Board members present and voting, provided that notice of the proposed amendment has been given to each Board member at least five working days prior to the meeting.

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New Hampshire State Library